

13.113 CIVILIAN ASSIGNMENT AVAILABILITY

Definition:

A civilian is any city employee assigned to the Cincinnati Police Division who is not a sworn police officer.

Policy:

It is the policy of the Cincinnati Police Division to treat personnel in a fair and equitable manner. The Police Division should be sensitive to the needs of civilian personnel.

Purpose:

Provide a system for selecting qualified civilian personnel to fill vacant civilian positions.

Provide steps for filling civilian vacancies within the Police Division and provide for increased transfer and promotional opportunities for current Police Division civilian employees.

Procedure:

A. Notification of Assignment Availability:

1. The district/section/unit commander is responsible for notifying Police Personnel Section when a vacant position exists or is expected to occur. The district/section/unit commander will forward a written request to the Police Chief for his approval to post an assignment availability notice.
2. The assignment availability will include the following information:
 - a. Classification title
 - b. District/section/unit of vacancy
 - c. District/section/unit commander
 - d. Qualifications and duties
 - e. Work hours

3. Notification of the assignment availability will be in the following manner:
 - a. Published in the next available Staff Notes.
 - b. Posted in a prominent location for ten days.
 - c. Distributed by the district/section/unit commanders or a designee to the civilian personnel under their command.

B. Application for Vacancy:

1. Personnel who feel they qualify for the assignment availability, and wish to be considered, will submit a completed Cincinnati Police Division Civilian Assignment Availability (Form 78) prior to the expiration date.
 - a. Requests received after the expiration date will not be considered unless extenuating circumstances exist and have been documented by the employee's immediate supervisor and the district/section/unit commander.
2. Make all application forms in duplicate and process as follows:
 - a. Submit original application directly to Police Personnel Section.
 - b. Submit the copy to the applicant's immediate supervisor.
 - 1) Supervisors and district/section/unit commanders will note appropriate comments on the application form.
 - 2) Forward to Police Personnel Section through the chain of command.
 - c. Police Personnel Section will retain the original application on file for tracking and future analysis.

- d. Police Personnel Section will forward a copy of all requests received to the district/section/unit commander where the vacancy has occurred.
 - 1) A second copy will also be forwarded to the district/section/unit's bureau commander.
- 3. If there are ten or less applications, all applicants will be interviewed. If there are more than ten applications, the district/section/unit commander or a designee will rank the top ten applicants for interviews.
 - a. For security purposes, a minimum of a records check will be conducted on an applicant who is transferred into the division; is promoted into the division from another city department; or is a new hire to the city. Generally, the Recruiting Unit conducts background investigations on all sworn and civilian employees with the exception of entry-level clerks.
 - 1) The affected district/section/unit commander will ensure that a criminal history check has been completed and the results are noted on the Form 17 requesting the employee be transferred to that district/section unit.
 - b. If interviews are necessary, the district/section/unit commander or a designee will schedule and conduct them.
 - c. The district/section/unit commander or a designee will evaluate all interviews.
- 4. The district/section/unit commander, after all interviews have been completed and a selection made, will submit his selection request, through the chain of command, to the Police Chief for approval.
- 5. The Police Chief has final review authority of all selections. He will notify Police Personnel Section when the selection is made.

- a. Police Personnel Section will notify the affected district/section/unit commander.
- 6. Police Personnel Section will notify all applicants of the decision.
 - a. Applicants may contact the district/section/unit commander for input on how the decision was reached.

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